

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL



COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 5

Command Recruitment and Applications

Command: Central	Division: Central	Number: 5
Evaluated by: Officer Matt Radke		Date: August 21, 2009
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 	
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Follow-up Inspection	Commander's Signature: 
		Date: 9/28/09	
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. What was the Division's total budget for Recruitment for the year?		Remarks: : Refer to Exceptions Document page	
2. Did the Division operate within the limitations of the spending plans attached to its Recruitment Quarterly Reports?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Remarks:
3. Did the Division operate within the parameters of their annual Recruitment Plan?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Remarks:
4. How much of the Division's Recruitment total budget for the year was spent on advertisement?		In Dollars	Remarks: Refer to Exceptions Document page
5. Has the Division's recruitment program been tailored, so that funds and effort are expended only on those efforts proven to be most effective? Regardless of answer, please provide remarks.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Remarks: Refer to Exceptions Document page
6. Does the Division's demographic breakdown of total applicants reflect that of the residents in their geographic area?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Remarks: Refer to Exceptions Document page
7. Does the Division's demographic breakdown of successful candidates reflect that of the residents in their geographic area?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Remarks:
8. Have steps been taken to help applicants overcome difficulty with specific portions of the application process? Regardless of answer, please provide remarks.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Remarks: Refer to Exceptions Document page
9. Upon review of the total number of investigators versus total investigations completed, was the workload for each investigator appropriate?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Remarks: Refer to Exceptions Document page
10. Were non-investigation hours expenditures within reasonable limits?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Remarks:

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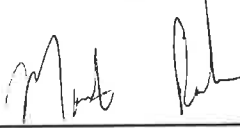
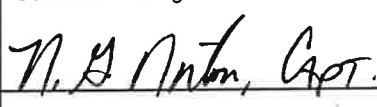
COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 5

Command Recruitment

Command: Central	Division: Central	Number:
Evaluated by: Officer Matt Radke		Date: August 21, 2009
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 	
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Commander's Signature: 	Date: 9/28/09
For applicable policy, refer to: HPM 70.16			
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. Has recruitment been made a standing agenda item at every Division Area Commander's Conference?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
2. Does Division ensure there is a location at every Area office for the public to obtain recruitment information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
3. Has Division developed and maintained a written recruitment plan?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: Refer to Exceptions Document page
4. Does the Division Recruitment Coordinator assist in obtaining necessary equipment and staff to support recruitment operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
5. Does Division contact the Office of Community Outreach and Recruitment (OCOR) prior to submitting supplemental commodity requisitions, to avoid duplication?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
6. Has Division developed/conducted seminars and workshops to assist candidates in the pre-certification testing process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
7. Does the Division Recruitment Coordinator arrange for test sites?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
8. Is the CHP 349, Recruitment Survey, completed by every candidate who participates in the written test, and retained at Division offices for six months following the candidates' written test dates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: Refer to Exceptions Document page
9. Does Division summarize the survey data and route the information to OCOR by the 20 th day of the month, after the end of each quarter?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: Refer to Exceptions Document page
10. Does the Division Recruitment Coordinator ensure recruitment is included in Area training days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: Refer to Exceptions Document page

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Command Recruitment

11. Has Division established a Cadet Candidate Mentoring Program (CCMP) and incorporated it into their Area commands?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Refer to Exceptions Document page
12. Are volunteers solicited from within the Division to participate in the CCMP as mentors and maintained on a Division Mentor Rotation List?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Refer to Exceptions Document page
13. Does Division ensure every mentor reads and signs the Mentor Officer Instructions?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
14. Do Division Recruiters coordinate ride-alongs for CHP cadet candidates at Areas within their Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. During the past 12 months, did Division submit its initial spending plan to OCOR, by June 1st?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Does Division prepare and submit the requisite Recruitment Quarterly Report to OCOR?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Does Division submit subsequent quarterly expenditure spending plans to OCOR with each quarterly report?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
18. Does Division keep an account of recruitment expenditures, and e-mail Updated Expenditure Balance Sheets to OCOR, each month by the 15 th ?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Refer to Exceptions Document page
19. Have Division recruiters submitted a summary of their monthly activities on the CHP 492, Recruiting Activity Summary, attached to their CHP 100, Officer's Evaluation/Activity Summary?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Refer to Exceptions Document page
20. If there were employees assigned to the Division Recruitment Unit within the past 12 months, did they receive the requisite three days' training at OCOR within the first 60 days of their assignment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Refer to Exceptions Document page
21. Did all Division Recruitment personnel attend the annual recruitment conference hosted by OCOR?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 22 through 28 pertain solely to OCOR.				
22. Is OCOR allocating and monitoring funds to the Division level?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. Does OCOR manage the Department's toll-free recruitment account?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Does OCOR ensure out-of-state candidates are mentored?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
25. Does OCOR notify Division Recruitment Coordinators via e-mail, regarding upcoming critical selection process milestones?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
26. Does OCOR arrange and conduct recruitment meetings and training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
27. Does OCOR coordinate the completion and review of CHP 349 forms to determine effectiveness of recruitment methods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
28. Is OCOR maintaining and updating the Department's recruitment website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Command: Central	Division: Central	Chapter: 5
Inspected by: Officer Matt Radke		Date: August 21, 2009

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INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 3	<input type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Due Date:		
Chapter Inspection: Command Recruit and Applications			
Inspector's Comments Regarding Innovative Practices:			

N/A

Command Suggestions for Statewide Improvement:
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NONE AT THIS TIME.

Inspector's Findings:

This Exceptions Document covers both the CHP 680L and the CHP 680LA remarks sections:

CHP 680L

- 4) No Division Budget. All funds come from HQ.
- 5) Category specific recruitment and a qualified applicant environment (colleges and job fairs).
- 6) Emphasis has been placed on female applicants.
- 8) CHP testing process overview at written test. Present more specific seminar after PAT. Present thorough Academy orientation prior to prospective candidate entering the Academy.
- 9) A weekly and monthly breakdown of investigator activity. The activity is even and consistent per each investigator.

CHP 680LA

- 3) Using CRISS to ensure equal demographics are reached throughout Central Division.
- 8) During last recruitment coordinators meeting, HQ recruitment supervisor stated information not requested by HQ. All statistics kept internally at Central Division and are available upon request.
- 9) Still completed per policy.

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CHP 680LA continued

- 10) Per last recruitment coordinators meeting, discussions regarding this list for mentoring not specific or finalized.
- 11) Per last recruitment coordinators meeting, discussions regarding this list for mentoring not specific or finalized.
- 12) Per last recruitment coordinators meeting, discussions regarding this list for mentoring not specific or finalized.
- 19) Recruitment activity logged on back of Officer's CHP 100 form. CHP 492 was implemented August 2009 and documented in Central Division.
- 20) All recruiters visited HQ Recruitment Unit and became familiar with HQ recruitment operations.
- 21) Only Unit Supervisor due to lack of funds.

As a result of this inspection, two discrepancies were identified. The survey reporting procedure (CHP 349) was not requested by HQ per HQ Unit supervisor during the Recruitment Coordinator's meeting. This is being followed at the Division level and all statistics are available upon request. The second discrepancy refers to the Cadet Candidate Mentoring Program (CCMP). During the Recruitment Coordinators meeting at HQ this program is being reviewed and finalized for the purpose of incorporation at the Division level.

Central Division's Recruitment and Applications Chapter 5 Command Inspection revealed that it is within the requirements of HPM 70.16 without further review and/or follow-up.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

THIS INSPECTION ACCURATELY DEPICTS THE PROGRAM.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

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Required Action
Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE <i>N. D. Anton, CAPT</i>	DATE <i>9/28/09</i>
	INSPECTOR'S SIGNATURE <i>Mark Hill</i>	DATE <i>8/21/09</i>
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE <i>E. J. Felling</i>	DATE <i>10.2.09</i>